

OFFICE OF THE CHIEF OF POLICE

**NOTICE**  
14.5

November 6, 2015

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** SECURITY SERVICES DIVISION – ORGANIZATION AND FUNCTIONS

On January 1, 2013, the Office of Public Safety (OPS), Department of General Services, was transferred into the newly formed Security Services Division (SECSD) of the Los Angeles Police Department (LAPD). The purpose of this Notice is to establish the attached organization and functions of SECSD within the Organization and Functions of the LAPD, accessible within the Department's Local Area Network.

Security Services Division is responsible for providing public safety to City facilities and their surrounding areas. Security Services Division consists of sworn police officers, sworn municipal police officers, civilian security officers and contracted security officers. The areas of responsibility include, but are not limited to, parks, libraries, the Los Angeles Zoo, the Bureau of Sanitation Water Treatment Plants, and various other locations not controlled by proprietary departments. In addition, SECSD provides security presence at City Hall events, certain Board meetings and Municipal hearings through the deployment of District Lead Officers throughout the City of Los Angeles.

Any questions regarding this Notice may be directed to Captain Gina Sanders, Commanding Officer, SECSD, at (213) 978-4600.

A handwritten signature in blue ink, appearing to read 'C. Beck'.

CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

## **ORGANIZATION AND FUNCTIONS OF THE LOS ANGELES POLICE DEPARTMENT**

### ***SECURITY SERVICES DIVISION.***

***SECURITY SERVICES DIVISION – FUNCTIONS.*** *Security Services Division (SECSD) consists of sworn police officers, sworn municipal police officers, civilian security officers and contracted security officers. The responsibilities of SECSD include:*

- *Providing public safety to City facilities and their surrounding areas;*
- *Staffing fixed post assignments in the downtown and Van Nuys Civic Centers;*
- *Coordinating security needs for City parks;*
- *Providing security at various municipal sites including the Central Library, the Los Angeles Zoo and the Bureau of Sanitation Water Treatment Plants;*
- *Coordinating contract security services at City owned and leased facilities; and,*
- *Responding to workplace violence incidents at City facilities.*

***SECURITY SERVICES DIVISION – ORGANIZATION.*** *Security Services Division is comprised of the:*

- *Administrative Section;*
- *Special Operations Section; and,*
- *Civic Operations Section.*

***SECURITY SERVICES DIVISION – SPECIAL DUTIES.*** *Security Services Division is responsible for the following duties:*

- *Security presence at City Hall events;*
- *Security presence at certain Board meetings and Municipal hearings;*
- *Security presence of Sergeant at Arms at City planning meetings;*
- *Police escorts for City Payroll;*
- *Police presence at certain employee hearings/terminations;*
- *Off-hour inspections of City property damage;*
- *Public announcements at City Hall via the public address system; and,*
- *Deployment of District Lead Officers throughout the City.*